



Community College

Monday 3rd November 2025

Dear Parent / Carer

Re: Tutor Consultation Evening

As part of our commitment to provide feedback on your child's learning and progress at Stoke Damerel Community College, we are ready to launch our Tutor Consultation evening on Monday 17th November. Following parental feedback, this event will now be face to face. This event will run from 3:30pm-6:30pm, and we ask parents to be punctual to ensure the evening runs to time as meetings are strictly 5 minutes.

You will be able to book a timeslot (see below) to meet with your child's tutor. This will provide you with an opportunity to discuss how your child has settled into their new school year. The tutor will also share some feedback regarding homework, attendance, punctuality and behaviour. You will also be able to ask any general queries you, or your child, may have about this academic year. We will also be able to share with you how you can work with us and your child in order to further improve their progress and attainment.

Please login to your MCAS (MyChildAtSchool) account to book your appointment in the Parents Evening section (instructions below). The online booking system will open on Thursday 6th November at 9am and close on Friday 14th November at 8pm. If you do not have an MCAS account or wish to make any changes after this date please email datateam@sdcc.net.

Yours faithfully

Mr Matthew Oakes
Head of School

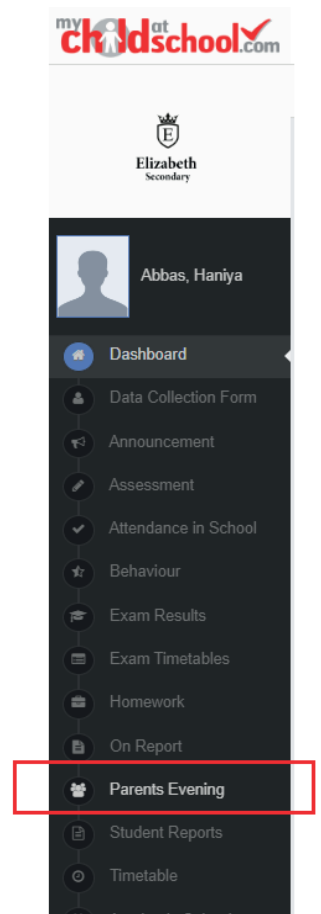
Anita Frier, Headteacher

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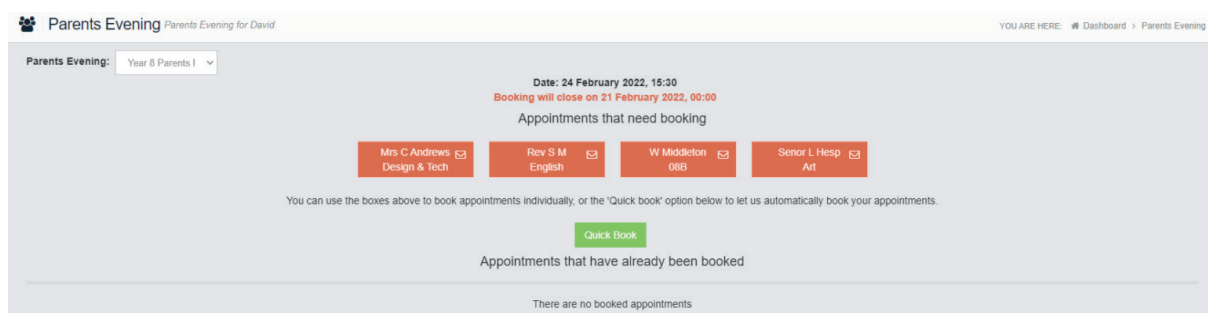
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How to book Parents Evening appointments using MCAS

Login to the MCAS Parent Portal desktop view from <http://www.mychildatschool.com> then from the left Menu select the Parents Evening option.



This will open the Parents Evening page displaying available Appointments that can be booked in the red blocks.



Booking Appointments Manually

The available Appointments are displayed in red Blocks, click on a Red Block to Book your Appointment. Then from the available listed Times click on the word Book to the right.

The screenshot shows a web interface for booking appointments. At the top, it displays the date and time: "Date: 24 February 2022, 15:30" and "Booking will close on 21 February 2022, 00:00". Below this, the heading "Appointments that need booking" is visible. A modal window titled "Time slots for Mrs C Andrews" is open, showing a list of times from 15:30 to 17:25. Each time is listed with the status "Available" and a "Book" button to its right. To the right of the modal, there are three red buttons for different subjects: "Rev S M English", "W Middleton 08B", and "Senior L Hesp Art". Below the buttons, there is a green "Quick Book" button and text indicating that appointments that have already been booked are shown in a greyed-out section.

The Booked Block will then be removed from the Appointments list and displayed below as Booked. To remove the Booking click on the X to the right. The Appointment will then display at the top again ready to be Booked again.

The screenshot shows the same web interface as above, but now the appointment for "Mrs C Andrews" is shown as "Booked". The "Booked" status is displayed in a greyed-out section below the "Quick Book" button. The "Appointments that need booking" section is now empty. At the bottom of the page, there is a summary bar for the appointment: "Time: 16:10", "Teacher: Mrs C Andrews", "Subject: Design & Tech", and "Location: Exam Room Main Hall". A red "X" button is visible in the top right corner of this summary bar.

If the Time you wanted has already been Booked by yourself or another Parent, it will display as Not Available and cannot be Booked.

Parents Evening Parents Evening for David YOU ARE HERE: # Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that need booking

Time slots for Rev 5 M

Time	Available	Book
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Not Available	
16:10	Not Available	
16:15	Not Available	
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book
16:45	Available	Book
16:50	Available	Book
16:55	Available	Book
17:00	Available	Book
17:05	Available	Book
17:10	Available	Book
17:15	Available	Book
17:20	Available	Book
17:25	Available	Book

Click 'book' option below to let us automatically book your appointments.

Already been booked

Time: 16:10 Teacher: Mrs C Andrews Location: Exam Room Main Hall

When all of the Appointments have been Booked there will be no red Blocks displayed and the Bookings will be listed.

Clicking on the Print icon will allow you to Print all of the Booked Appointments.



Parents Evening Parents Evening for David YOU ARE HERE: # Dashboard > Parents Evening

Parents Evening: Year 8 Parents I

Date: 24 February 2022, 15:30
Booking will close on 21 February 2022, 00:00

Appointments that have already been booked

Time: 16:10	Teacher: Mrs C Andrews	Subject: Design & Tech	Location: Exam Room Main Hall
Time: 16:20	Teacher: W Middleton	Subject: 08B	Location: Exam Room Main Hall
Time: 16:35	Teacher: Rev 5 M	Subject: English	Location: Exam Room Main Hall
Time: 16:50	Teacher: Senor L Hesp	Subject: Art	Location: Exam Room Main Hall

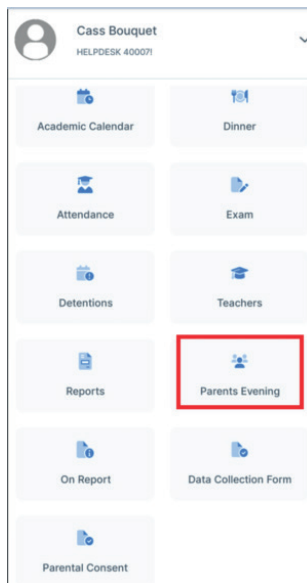
Using the Quick Book Option

Clicking the Quick Book button allows Appointments to be Automatically Booked. When selected enter the Time you would like for your first Appointment then click the Find Bookings button. All of your Appointments will then be selected, to deselect a time untick the box, when finished click the Book Bookings button to save the Appointments, which will then be displayed.

To remove the Booking click on the X to the right. The Appointment will then display at the top ready to be Booked again using the Manual or Auto-Booking options.

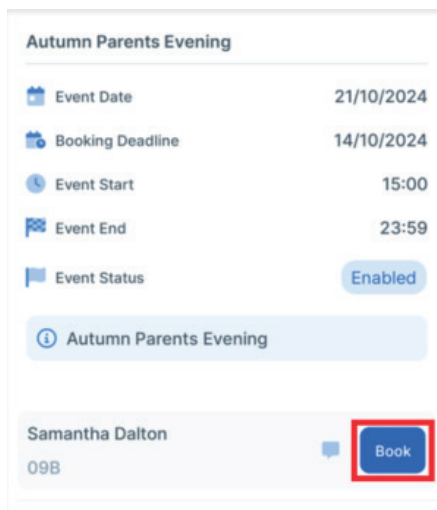
Booking Appointments Manually with the MCAS Parent App

Select Parents Evening from the menu.

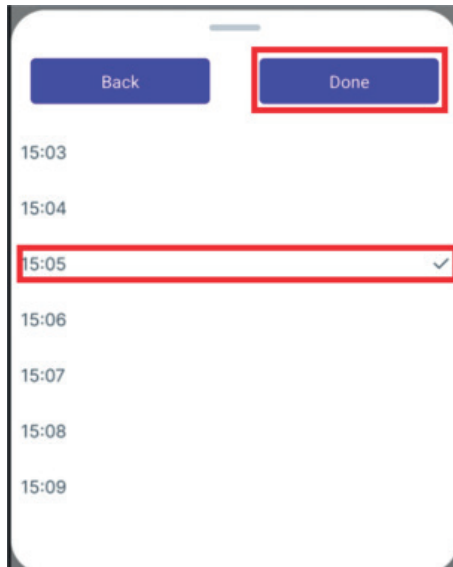


Select the Parents Evening you would like to book sessions for from the list.

This will display a list of all the teachers you are able to book sessions with. Click Book next to the name of the Teacher you would like to book an Appointment for.



This will load a list of available times. Click on the slot you would like to book (a tick will appear on the right hand side to confirm your selection) once you're happy, click Done.



Your selected time will then appear in green next to the Teacher.

